

The following information is a quick reference for common health services topics. It is not all inclusive and should not be used as such. Program staff should obtain copies of all medication orders, including attestations for students who independently carry and use their medications, emergency care plans, and the student's medications from the school for students attending the program. The school should provide the program with their policies for calling for emergency services and transport, documenting medications administered by staff (epinephrine auto- injectors, naloxone, or glucagon) and documenting medications self-administered by students.

ANY questions regarding health needs in a non-SACC licensed program should be directed to NYSED's Office of Student Support Services at 518-486-6090 or [studentsupportservices@nysed.gov](mailto:studentsupportservices@nysed.gov).

The following references should be reviewed as they contain more information on how health services can be provided:

- NYSED's Health Services Webpage:  
<http://www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices>
- NYSED's memo & FAQ: Provision of Nursing Services in School Settings - Including One-to-One Nursing Services to Students with Special Needs:  
<http://www.p12.nysed.gov/sss/documents/OnetoOneNSGQAFINAL1.7.19.pdf>
- NYSED's Guidelines for Medication Management in Schools (2022):  
<https://www.nysed.gov/sites/default/files/programs/student-support-services/medication-management.pdf>
- Managing Emergency Health Care and Communicable Diseases in the School Setting (2022):  
<https://www.nysed.gov/sites/default/files/programs/student-support-services/managing-emergencies-and-communicable-diseases.pdf>

The quick reference chart begins on the following page.

<p><b>Emergency Care Plan</b> - (also known as the emergency action plan) is a written plan developed by the school nurse (RN), medical director, and/or health care provider. This plan provides specific instructions for school personnel to follow in the absence of a school nurse, and information about the individual student's condition, symptoms to observe for, and actions to take.</p>	
<p><b>Health care provider orders</b></p> <p><i>A health care provider is a duly licensed physician (MD, DO), physician assistant (PA), or nurse practitioner (NP).</i></p> <p>See <b>Nonprescription Medications</b> in NYSED <i>Guidelines for Medication Management in Schools</i> for complete information on over-the-counter medications and sunscreen.</p>	<p>Schools must have a written health care provider order and written parent/guardian consent for a student to be administered a medication, or to permit a student to self-administer their medication at school. A provider order is required for both prescription and over the counter (OTC) medications. <i>Please note OTC medications are any item with ingredient(s) that the Food and Drug Administration (FDA) has deemed to be a medication. This includes skin lotions, most lip balms, cough drops etc.</i></p> <p><b>One exception for an over-the-counter medication needing an order is sunscreen:</b> With written consent from the parent/guardian, the child may apply his/her own sunscreen or direct an adult staff member to do so. Students who cannot self-apply or direct an adult to do so will require sunscreen to be only applied by a licensed health professional- and will require both a health care provider order and written parent/guardian consent.</p>
<p><b>Epinephrine* auto-injectors</b></p> <p><i>Epinephrine auto-injectors are emergency medication to treat a severe allergic reaction called anaphylaxis.</i></p> <p><i>*EpiPen © is a brand name of one type of epinephrine auto-injector</i></p> <p>Review <b>Unlicensed Personnel</b> in the <i>NYSED Guidelines for Medication Management in Schools</i> for complete information on use of epinephrine auto-injectors and on training unlicensed personnel.</p>	<p>Unlicensed staff, trained by RN, NP, PA, or physician, may administer an epinephrine auto-injector to a <b>student with a health care provider order</b> for an epinephrine auto-injector during the school day, on school property, and at any school function. Such training must be in compliance with Commissioner's regulations as outlined in <i>NYSED Guidelines for Medication Management in Schools</i></p> <p>With school board of education approval, trained unlicensed staff may administer an epinephrine auto injector to students or staff members <b>in the building</b> appearing to have anaphylaxis.</p>

<p><b><u>Documentation</u></b></p> <p>Review <b>Documentation</b> in the <i>NYSED Guidelines for Medication Management in Schools</i> for more information.</p>	<p>Medications/treatments given to or taken by students are to be documented in accordance with school district policies.</p>
<p><b><u>Automatic External Defibrillators (AED)</u></b></p> <p>See <b>Automatic External Defibrillator</b> in <i>NYSED Managing Emergency Health Care and Communicable Diseases in the School Setting</i> for more information.</p>	<p>Public schools and charter schools are required to have sufficient AEDs in the school building whenever an instructional school facility is used for a school-sponsored or school-approved curricular or extracurricular event or activity, along with at least one staff member trained in CPR/AED use.</p>
<p><b><u>Field trips</u></b></p> <p>Refer to <b>Special Circumstances</b> in the <i>NYSED Guidelines for Medication Management in Schools</i> for more information on field trips.</p>	<p>When medications are taken off school grounds, the medications should remain in the original, properly labeled container until utilized by the nurse or student.</p>
<p><b><u>First Aid</u></b></p> <p>For more information, refer to <b>Standard Precautions</b> in <i>NYSED Managing Emergency Health Care and Communicable Diseases in the School Setting</i>.</p> <p>See <b>Parent/Guardian Notifications</b> in <i>NYSED Managing Emergency Health Care and Communicable Diseases in the School Setting</i> for more information.</p>	<p>Schools are not required to have first aid kits. However, schools are encouraged to provide some first aid items to staff such as adhesive bandages, gloves, tape, and gauze pads. Additionally, staff should be trained to clean any small wound with soap and water before applying gauze or an adhesive bandage.</p> <p>Unlicensed school personnel should be familiar with blood borne pathogens and the use of Standard Precautions when dealing with blood and body fluids.</p> <p>Although unlicensed school personnel may apply small dressings to small cuts - such as adhesive bandages- they are required to notify the parent/guardian of any injuries or illnesses.</p>